

**Administrative Permit: ACCESSORY LIVING QUARTERS**

		FEES	DEPOSIT/FEE	FEE CODE
DPLU PLANNING		\$1,800	D	4900
DPLU ENV.	If less than 900 square feet	--		
	If 900 square feet or more	\$590	F	2600
DPW ENGINEERING		**		
DPW INITIAL STUDY REVIEW		--		
STORMWATER	MINOR	--		
	MAJOR	--		
DEH	SEPTIC/WELL	\$692	F	
	SEWER	--		
PARKS		--		
<b>TOTAL</b>		<b>\$2,492</b> (if under 900 sq. ft & on septic/well) <b>\$1,800</b> (if under 900 sq. ft & on sewer) <b>\$3,082</b> if over 900 sq. ft & on septic/well) <b>\$2,390</b> (if under 900 sq. ft & on sewer)		

VIOLATION FEE \$500.00

\*\* Planner may request DPW review and fees later.

**FORMS/REQUIREMENTS**

- 90A Typical Plot Plan
- 126 Acknowledgement of Filing Fees and Deposits
- 267 Appointment Letter
- 305 Ownership Disclosure
- 320 Evidence of Legal Parcel
- 346 Discretionary Permit Application Form
- 346S Supplemental Application Form
- 581 Plan Check Pre-Application Notice
- G-3 Determination of Legal Parcel

**IMPORTANT: ALWAYS CHECK DENSITY.**  
**ACCESSORY LIVING QUARTERS MUST MEET DENSITY REQUIREMENTS.**

**NOTES**

- \_\_\_ 1. Ten (10) copies of plot plan, elevation drawings and the floor plans.  
**(Folded to 8 ½" x 11" with the lower right-hand corner exposed.  
Multiple sheets must be stapled into sets.)**
- \_\_\_ 2. If under 900 square feet, Exempt, CEQA Guidelines Section 15303.  
**NO FEE REQUIRED. Otherwise, collect CEQA Exemption Review  
Fee.**
- \_\_\_ 3. **Do not collect DPW deposit.**
- \_\_\_ 4. Inform applicant that project goes to local Community Planning Group  
and/ or Design Review Board for recommendation.